



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
DEALER LICENSING SECTION
301 W HIGH ST ROOM 370 PO BOX 43
JEFFERSON CITY MO 65105

APPLICATION FOR DEALER EDUCATIONAL SEMINAR CERTIFICATION

FORM
5110
(REV. 7-2006)

This form must be completed by a company/individual seeking approval from the Department of Revenue to provide Dealer Educational Seminars to used motor vehicle dealers being licensed for the first time.

COMPANY/INDIVIDUAL NAME (REQUIRED)		TELEPHONE (REQUIRED)	
STREET ADDRESS (REQUIRED)	CITY	STATE	ZIP CODE
MAILING ADDRESS	CITY	STATE	ZIP CODE
E-MAIL ADDRESS (REQUIRED)			
CONTACT PERSON (REQUIRED)			

THE COURSE PROVIDER MUST:

- Issue a certificate of course completion in the potential dealership's name that successfully completes the seminar.
- Maintain copies of the course completion certificates for 12 months.
- Electronically submit the names of the dealerships that have completed the seminar and the date of completion to the Department of Revenue within five working days of completing the course.
- Submit a new Application for Dealer Educational Seminar Certification by September 1 of each year.
- Provide a training seminar that covers the following topics:
 - How to become a licensed used motor vehicle dealer
 - Requirements necessary to submit an application for dealer license
 - Completing the Application for Dealer License
 - Requirement to file monthly sales report (including the Notice of Sale requirement for retail sales and the option to file sales electronically)
 - Completing the monthly sales report
 - Reasons for suspension and revocation of a dealer license
 - Inspection of records by Department of Revenue and law enforcement officials
 - Off-site shows/sales
 - Advertising regulations
 - Lien perfection requirements and the option to file liens electronically
 - Transfer of motor vehicles between dealers
 - Proper completion of the Application for Title
 - Proper assignment of title
 - Use of Secure Power of Attorney and regular Power of Attorney
 - Trade-in credits and other credits
 - Odometer disclosure requirements
 - Completing Reassignment of Ownership by Registered Dealer
 - Branded Missouri and out of state titles
 - Driver Privacy Protection Act
 - Safety and emission inspection requirements
 - Insurance requirements
 - Temporary permit issuance
 - Repossessed titling requirements
 - Use of dealer plates

Certification of the Dealer Educational Seminar can be canceled if the Department of Revenue receives complaints or becomes aware that the seminar does not comply with all requirements of the certification.

I hereby certify that the educational seminar shall include the topics listed above. The seminar shall include, but is not limited to the dealer requirements of Sections 301.550 to 301.573 and the rules promulgated to implement, enforce and administer Sections 301.550 to 301.570. All information regarding this request is true and accurate, and is made without any intent to defraud.

SIGNATURE (REQUIRED)	TITLE	DATE (REQUIRED)
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